

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Sheahan-Malloy, Greshay, Hilbert and Schmidt**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 3, 2018 at 9:30 a.m. in meeting room 1H & I located on the first floor of the Administration Building.

**ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Kim Nass, Corporation Counsel; Sheriff Dale Schmidt; Chief Deputy Scott Mittelstadt; James Ketchem, Lieutenant Patrol; Christine Planasch, Register of Deeds; Julie Kolp, Finance Director; Lynn Hron, Clerk of Courts; Joe Giebel, Manager-Code Administration; John Bohonek, Land Conservationist; Russ Freber, Physical Facilities Director; Linda Thieme, Correctional Officer; Nicholas Hraban, Correctional Officer; Jane Hooper, Executive Director Clearview; Rebecca Bell, Human Services Director; Jamie Beckwith, Purchasing Agent; Karen Gibson, County Clerk; Patti Hilker, Treasurer; Russell Kottke, County Board Chair; Jeff Berres, County Board Supervisor; Cathy Houchin, County Board Supervisor; Laura Minnig, public.**

**Meeting called to order by Marsik at 9:30 a.m.**

Roll call was taken. All members present. Chair Marsik asked non-Committee Member County Board Supervisors, if they wished to be paid for attending the meeting. Supervisor Berres and Supervisor Houchin accepted payment.

Marsik asked if anyone present had any public comments. Hraban voiced concerns from his peers regarding the effect on employees if Pod J is determined to be closed and when communication would be provided to employees. Thieme expressed concerns regarding overtime in the jail.

Motion by Schmidt to approve the regular and closed session minutes of the June 19, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried by unanimous vote.

Freber presented a request to consider an increase in shift differential for employees of Physical Facilities Department for the 2019 budget. Hinze provided the current shift differentials paid in the different departments throughout the county. Schmidt stated he would like a standardized policy for the county including the requirements to receive shift differential. Marsik suggested to have the departments and finance meet together to determine fiscal impact.

Sheriff Schmidt stated that the Committee previously provided authorization to rehire a previous employee of the Sheriff's Office as a Limited Term Employee (LTE), however, it was put on hold due to concerns with the Post Employment Health Plan (PEHP) and sought feedback from the Committee regarding the PEHP. Hinze stated that the PEHP administrator verified that the PEHP cannot exclude certain employees nor set lifetime maximums per the IRS rules. Greshay inquired if vesting was an option and Hinze indicated that it would be an option for new hires and rehires. There was discussion regarding the LTE position. Marsik inquired if a longer term LTE position can be created. Hinze affirmed that a longer term LTE position can be created if approved by the County Board as a resolution to the County Board. It was the consensus of the Committee for the Sheriff to submit an LTE resolution proposal.

Hinze stated that per the request of the Committee a proposed Relationships in the Workplace Policy was drafted, with the assistance from Nass, and solicited feedback from the Committee members. There was discussion regarding how specific the policy should be. Nass agreed to revise the draft to incorporate Committee recommendations.

Hooper explained the necessity of creating a new Clinical Care Coordinator position at Clearview for the 2019 budget year. Hooper noted that a resolution will be submitted to the County Board at the August meeting. Hinze indicated that a Job Description Questionnaire (JDQ) and job description for the Clinical Care Coordinator were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure at Grade Ten (10).

Motion by Hilbert to approve placement of the Clinical Care Coordinator position into the Dodge County Labor Grade Structure at Grade Ten (10). Second by Sheahan-Malloy. Motion carried.

Hinze indicated that it is time to begin discussions regarding adjustments to the Dodge County Compensation Plan. Hinze provided a summary and comparison from M3 of the revised 2019 health insurance premium rates as submitted by Quartz and Dean Health. Hinze indicated that scenarios will be established for presentation at a joint meeting with Finance. Hinze shared the premiums recommendations from Delta Dental for 2019 and plans a fiscal review at the next meeting. It was the consensus of the Committee to propose a joint meeting with Finance on July 23, 2018 at 9:00 a.m.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Correctional Officer	Sheriff
One (1) Deputy Sheriff (Traffic Patrol Officer)	Sheriff
One (1) Transport Officer – Occasional	Sheriff
Two (2) Temporary Clerical (one requisition)	Treasurer

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried by unanimous vote.

Mindemann explained that an employee of the Human Resources Department requested a General Leave of Absence to care for an adult child anticipated to be intermittently from 06/18/2018 through 08/16/2018 with a request to use sick time. Mindemann verified that there is sufficient medical documentation and stated that the employee is requesting consideration to use sick time for the absence.

Motion by Greshay to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by unanimous vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Patricia A. Beske, Nutrition Site Manager Float, Human Services, \$12.05, MSC15, ST01, 06/25/2018; Barbara J. May, Nutrition Site Manager Float, Human Services, \$12.05, MSC15, ST01, 07/05/2018. LIMITED

TERM/SEASONAL NEW HIRE – Nicholas D. Kintopp, Seasonal, Highway, \$10.97, MSC08, STYR01, 06/26/2018. LIMITED TERM/SEASONAL RE-HIRE -None. REHIRE – None. RECLASSIFICATION – Sara J. Haag, Judicial Assistant Branch 4, Circuit Court, \$20.16, DC04, ST05, 07/09/2018; Dustin R. Beck, Lieutenant – Deputy Jail Administrator, Sheriff, \$31.47, DC10, ST04, 06/23/2018; Matthew S. Bubnitz, Jail Sergeant, Sheriff, \$27.17, DC08, ST04, 06/23/2018. STEP INCREASE – Chelsea A. Nehls, Deputy Clerk of Courts, Clerk of Courts, \$21.35, DC04, ST N/A, 06/19/2018; Gary L. Zwieg, Maintenance II, Physical Facilities, \$21.60, DC04, ST N/A, 07/15/2018; David L. Churchill, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 06/02/2018; David J. Zirbel, Administrative Support Coordinator, Sheriff, \$28.11, DC06, ST N/A, 05/27/2018.

The Committee reviewed the Orientation Period Reports as presented.

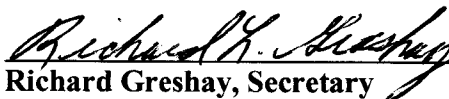
**HR Director's Report:**

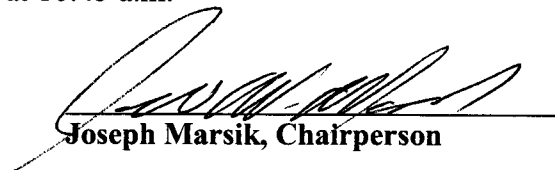
- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze stated there were no grievances or arbitrations.

Future Agenda Items: Shift Differential, Relationships in the Workplace Policy, Health Insurance, Dental Insurance, 2019 Wage Adjustment, LTE position in Sheriff's Office.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, July 17, 2018 at 9:30 a.m., and Tuesday, August 7, 2018 at 9:30 a.m.** which will be held in room 4C of the Administrative Building and a proposed joint meeting with Finance on **Monday, July 23, 2018 at 9:00 a.m.** which will be held in rooms 1H&I of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:45 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.